

PROBLEM-SOLVING REQUEST FORM

TO: _____
Immediate Supervisor

FROM: _____
Employee Seeking Problem-Solving

DATE: _____

The employee seeking problem-solving sets forth the following:

1. I seek resolution of the following job-related matter(s):

(Attach additional sheet if necessary)

2. My suggested solution(s) is/are:

(Attach additional sheet if necessary)

3. Please indicate who you wish to attend problem-solving meetings:

Employee's Signature

Resolution or Elevation of Request for Problem-Solving

(MANAGEMENT)

After attending the problem-solving meeting with the employee, my suggested solution(s) to the matter(s) is/are:

(Attach additional sheet if necessary)

Management Signature

Title

Date

The employee accepts/rejects (please circle) the suggested solution(s). (If the employee rejects the suggested solution(s), this elevates the request for problem-solving to the next level.)

Employee's Signature

Date